



Myrtle Point School District

413 C Street
Myrtle Point, OR 97458
(541) 572-1220
www.mpsd.k12.or.us

DATE: August 22, 2023
TO: All Interested Parties
SUBJECT: Notice of Vacancy

POSITION: Cook's Helper

JOB SITE: Myrtle Crest Elementary

DESCRIPTION: One 7.25-hour position for the 2023-2024 School Year

WAGE: \$15.53-\$18.54 per classified salary schedule

QUALIFICATIONS:

- 177 contracted workdays for up to 7.25 hours per day
- Requirements and duties for the position include:
- Assisting in the preparation and serving of foods, assisting in proper storage of food supplies and cleaning of dishes and equipment and duties outlined by the head cook.
- Must possess good computer and math computation skills.
- Must be able to lift and move heavy objects as well as sweep and mop floors and other duties listed in the job description.
- Awareness of food service sanitation and on-the-job safety practices is important.
- Applicant must have the ability to promote/maintain cooperative, pleasant working relations with fellow employees, staff, patrons and students.
- Must possess or have the ability to obtain a food handler's card.
- One year experience in the preparation and serving of foodstuffs preferred.
- Must have a valid Driver's License

COMPLETE APPLICATION PACKET:

- Application available on our website (Required)
- Cover letter (Optional)
- Resume (Optional)

SEND TO:

Kari Seals, HR/Administrative Secretary
Myrtle Point School District 41
413 C St., Myrtle Point, OR 97458
Email: kseals@mpsd.k12.or.us

CLOSING DATE: Open until filled.

TERMS OF EMPLOYMENT:

- First consideration for this position will be given to qualified members of the collective bargaining unit.
- Pre-employment drug testing. This test will be at the district's expense and the district's medical facility of choice.
- A fingerprint-based criminal history investigation will be required at the expense of the employee.

2023.24.20

Myrtle Point School District 41
Job Description

Job Title: Cook's Help
Assignment: Myrtle Crest School/Myrtle Point Jr/Sr High School
Reports to: Head Cook/Food Service Program Director/Building Principal
Status: Classified
FLSA Status: Non-Exempt

Job Summary: To assist in food preparation of meals and related work for the district's food service program for grades K-12.

Duties:

1. Performs cooking tasks such as preparation of salads, main dishes, desserts, etc.
2. Participates in the serving of foods and cleaning of dishes and equipment.
3. Assists in proper storage of food supplies upon receipt.
4. Follows set standards of efficiency and sanitation in food preparation.
5. Performs set daily duties and work schedules as outlined by the head cook.
6. Promotes/maintains cooperative, pleasant working relations with fellow employees, staff, patrons and students.
7. Performs safety aspect of job as per board policy: GBE, Staff Health & Safety*.
8. Performs such other related tasks and assumes such other responsibilities as may be assigned or delegated from time to time.

Qualifications:

1. High school graduate, or education equivalent to completion of the twelfth grade. Must be 18 years of age or older. One year experience in preparation and serving of food preferred.
2. Must have the ability to obtain a State Food Handler's Certificate as condition of employment.
3. Familiarity with the USDA Child Nutrition Program guidelines.
4. Ability to use computers for staff trainings, email and inventory.
5. Ability to read and follow recipes; ability to read and follow technical instructions of limited complexity.
6. Knowledge of safety practices and sanitation standards associated with food service and preparation.
7. Ability to perform and comprehend arithmetic computations for use in calculating volume food preparation and planned servings.
8. Ability to:
 - a. Prepare food planned for the needs of children
 - b. Perform physical requirements which may include lifting up to 50 lbs., walking, bending, reaching, twisting, long periods of standing and exposure to noise.
 - c. Operate school kitchen equipment, including industrial equipment and utensils.
 - d. Understand and carry out oral and/or written instructions.
 - e. Maintain cooperative, pleasant relations with fellow employees, staff and students.
 - f. Respect confidential information.
 - g. Regular attendance required.

Salary:

1. Will be determined by terms of the current negotiated agreement.
2. The amount due under the contract will be pro-rated in accordance with district policy.

Evaluation:

1. Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Staff*.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Board Approved:

I have read and understand this job description.

Signature:

Date:

Supervisor's Signature:

Date:
